

9 August 1956

**MEMORANDUM FOR:** Deputy Director (Support)

**SUBJECT:** 1957 Consolidated Charities Fund Campaign

1. The second Consolidated Charities Campaign to be conducted by this Agency will begin 1 September 1956. This year's campaign will combine the appeals of approximately 140 Charitable and National Health Organizations. The Campaign will be announced by a letter to all employees from the Director on 15 August and will be followed by an Agency Notice on or about 23 August 1956.

2. As you know, the first Consolidated Charities Campaign received enthusiastic response throughout the Agency and our goal was exceeded by \$30,000.00. I feel confident that you will again want to give the Campaign your full support and urge you to serve as Chairman for your component. By so doing you will help immeasurably to insure another successful One-Fund drive. It is requested that you appoint a Vice-Chairman to assist you, as well as sufficient Keymen to assist your Vice-Chairman.

STATINTL

3. I have designated Mr. [REDACTED] of our Employee Services Branch, Records and Services Division (Room 180 Curie Hall, extension 2144) to serve as the Agency Coordinator for this year's campaign. It will be appreciated if [REDACTED] is advised in writing, of the names of your appointed Vice-Chairman and Keymen by 15 August 1956, in order that we may schedule a meeting on 20 August to explain the procedures of the drive.

STATINTL

4. You may wish to issue an announcement to your staff, which should greatly increase the effectiveness of the drive within your component. As a suggestion, such an announcement might include the names of your Vice-Chairman and the Keymen. The generous support given the first One-Fund Campaign by your component was greatly appreciated. With your continued assistance, I feel that we will again surpass our intended goal.

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Signed

Harrison G. Reynolds  
Chairman

Consolidated Charities Committee